



CT WAP Weatherization Guidance No.1
Issued: April 9, 2010

Effective Date: April 15, 2010
Updated: April 1, 2019

Primary Window and Door Replacements
Storm Window and Door Replacements

This guidance pertains to the procedures for the replacement of primary windows, storm windows and primary/storm doors. As a result, this revision supersedes all previous versions of this guidance and is effective ***immediately*** for all work orders that are being issued.

Standards for a Determining the Individual SIR

Prior to installing a window or door, an individual SIR must be achieved via use of the NEAT or MHEA audit tools. Failure to do this step at the outset will result in disallowed cost.

Additional Compliance for Homes Built More than 50 Years Ago

All dwellings, except mobile homes, where windows or doors are to be installed must be submitted to SHPO for review prior to the installation of **any** window or door. Failure to do this step at the outset will result in disallowed cost.

Additional Compliance for Homes Built Prior to 1978

As a reminder, all primary windows and primary doors installed in homes built prior to 1978 must comply with EPA Lead RRP rules and regulations. Failure to do this step at the outset will result in disallowed cost.

Primary Window Replacement:

- **Waivers must be submitted and approval received from CT WAP prior to replacing more than five (5) windows in all instances.**
- The State reserves the right to limit the number approved for each dwelling unit.

Storm Window Replacement [NO CHANGE]:

- Up to **twelve (12)** storm windows may be installed without prior approval from CT WAP.

- Should it become necessary that **more than twelve (12)** storm windows be installed in a home, prior approval must be sought from CT WAP. Approval will take the form of a phone call or e-mail conversation with the CT WAP monitor overseeing that unit that has the potential to include a visit to the site by both CAA and CT WAP staff. A waiver form **will not be required for storm windows only.**

Primary Door Replacement:

- One primary door can be installed in a dwelling unit without prior approval from CT WAP, provided it screens at an individual SIR of 1 or more.
- **A waiver must be submitted and approval received from CT WAP prior to the ordering of additional primary doors.**
- As a reminder, all primary doors installed in homes built prior to 1978 must comply with EPA Lead RRP rules and regulations.

Replacement doors are not to be superior in style or quality to the doors being replaced.

- All replacement doors should be stained or primed on both interior and exterior sides, including tops, bottoms and jambs.

Standards for a Waiver Submittal

If a waiver is required, the following information must be submitted:

- Clear digital pictures of each window or door to be replaced. (sent to the monitor via e-mail)
- A **CONTRACTED** BWR
- A signed waiver request form that includes reasons for replacement
- Verification the home was sent to SHPO if the home was constructed 50+ years ago

Clear digital pictures must be taken of each window and/or primary/storm door that needs to be replaced regardless of whether or not a waiver was submitted and must be kept in the client's file.

As a reminder, all measures above must achieve an INDIVIDUAL SIR of 1 or more.